

JOINT COMMISSION ON SHARED SERVICES INITIATIVES

Minutes – April 10, 2013

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: April 10, 2013

TIME: 7:30 a.m.

LOCATION: North Conference Room, City Hall

COMMITTEE VICE CHAIR: Dave Duax

RECORDER: Linda DesForge

Commission Members Present:

City Council: Dave Duax, Kerry Kincaid, Jackie Pavelski

County Board: Gregg Moore, Gerald Wilkie

School Board: Carol Craig, Kathryn Duax, Brent Wogahn

Commission Members Absent: Colleen Bates

Staff Present: Tom McCarty, Mary Ann Hardebeck, Russell Van Gompel, Dale Peters, Frank Draxler, Angie Harmon, Linda DesForge

Others Present: Frank Draxler, Kay Marks, Scott Rasmussen, Daniel Van De Water

AGENDA ITEM #1: Call to Order.

Commission Chair Dave Duax called the meeting to order at 7:35 a.m.

AGENDA ITEM #2: Approval of Minutes of Joint Commission on Shared Services Initiatives meeting of January 31, 2013.

ACTION: Jackie Pavelski made a motion to approve the minutes as presented. Gerald Wilkie seconded the motion and the motion carried.

AGENDA ITEM #3: Report, update and discussion of the Joint Health Care Project.

Handout: *Health Insurance Shared Services Analysis (Given to Commission members prior to the meeting.)*

Dale Peters reviewed the Analysis with the Commission. With a PowerPoint presentation, he touched on the highlights of the report.

The Commission members discussed many different aspects of the report, including the concept of using separate providers or one provider, staffing demands, and dedicating dollars. Staff is planning on preparing presentations over the summer months.

The next step for the Commission would be to accept the report, and support presenting the report to the three governing bodies, employees, etc. (By “accepting” the report, it was made clear that by no means did this mean that the Commission agrees with the report, but rather, they are acknowledging that they have received the report.) After distribution to the governing bodies, the report will then be shared with the media.

ACTION: A motion was made by Kerry Kincaid, seconded by Kathryn Duax that, after receiving the report, the Commission shall share the report with the Eau Claire City Council, the Eau Claire County Board, and the Eau Claire Area School Board. The motion passed unanimously.

ACTION: A motion was made by Gerald Wilkie to support the concept of exploring alternate purchasing methods for procuring health insurance with one health insurance company. Jackie Pavelski seconded the motion.

After discussion of the motion, the motion was withdrawn.

ACTION: Jackie Pavelski made a motion, seconded by Carol Craig, directing staff to return to the Joint Commission on Shared Services Initiatives with a detailed plan of action regarding the Joint Health Care Project. The motion passed unanimously.

Brent Wogahn had to leave the meeting. This being his last meeting with the Joint Commission on Shared Services Initiatives, the Members thanked him for his service and extended best wishes.

AGENDA ITEM #4: Discussion and possible action on the Draft Charter for the Shared Administrative Functions.

Handout: Draft Charter - Share Administrative Functions - April 2013

During the discussion, concern was expressed that the same leaders working on this project are also working on the Health Insurance project. Tom McCarty will further define administrative functions and report back to the Commission at the next meeting.

AGENDA ITEM #5: Discussion and possible action on the Draft Charter for Shared Administrative Space and Facilities.

Handout: Draft Charter - Share Administrative Space & Facilities - April 2013

The Commission decided to put this item on hold pending further action by the Commission.

AGENDA ITEM #6: Discussion on the updated Initiatives Dashboard.

Handout: Dashboard on Priority Projects 2012-2014

Tom McCarty summarized the report for the Commission. As far as “reports”, Projects 1 and 2 (Joint Purchasing and Joint Health Care Program) have been completed. Project No. 3 (Combined Land Records Management/GIS) is moving along. The last three projects (Combine IT Technology Functions, Share Administrative Functions, and Share Administrative Space & Facilities) have a lot going on, such as CINC, Broadband, shared training for elected officials, etc. The Commission members find the Dashboard very helpful.

AGENDA ITEM #7: Discussion and report from the three administrators on various needs.

A concern was expressed regarding the amount of staff time being taken away from administrators for the project teams.

AGENDA ITEM #8: Preparation of and date for issuance of the Annual Report to the City Council, County Board and School Board.

Rather than an annual report, last year the Commission submitted a resolution and a work plan. It was suggested to go back to last year’s resolution and include implementation. A draft report will be reviewed at the May meeting. It was the consensus of the Commission members that the report be shorter and more concise. Information from the initiatives dashboard could be added as part of the content.

AGENDA ITEM #9: Discussion of future agenda items, including the following:

- Texas A & M Engineering Extension Training for Elected Officials (will discuss at July meeting)
- Collaboration between the Eau Claire Area School District, Eau Claire County, the City of Eau Claire, and the Chippewa Valley Museum regarding National History Day programs in 2014

The following items were added to the list:

- Annual Report
- Update on CINC

AGENDA ITEM #10: Adjournment.

This being Jackie Pavelski's last meeting of the Joint Commission on Shared Services Initiatives, the Commission thanked her for her service and extended best wishes.

ACTION: Gerald Wilkie made a motion to adjourn the meeting. The motion was seconded by Gregg Moore and passed unanimously.

The meeting adjourned at 9: 45 a.m.

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday May 23	7:30 a.m.	Courthouse, Room 2550
Thursday, July 25	7:30 a.m.	North Conference Room, City Hall
Thursday, September 26	7:30 a.m.	Courthouse, Room 2550
November (Date TBD)	7:30 a.m.	North Conference Room, City Hall